



5335 Burnet Rd., Austin, TX, 78756 | 512-323-5123 | recycledreads.org

## Recycled Reads Volunteer Shelving Procedure and Tips

- Before pulling books from the back to shelf, first check the corresponding section on the sales floor.
- Determine if there is enough space to shelf.
- If there is no room on the shelf, weed before you shelf
- Put weeded titles in a Gaylord for Goodwill Pick Up.
- Please do not:
  - o Split shelves into smaller sections
  - o Shelf books on both sides of one shelf
  - o Create sections of your own that are not in this guide
  - o “shelf” books incorrectly on a nearby shelf, even if there is empty space
- Please do use a bookend at the end of each shelf.
- All book spines should be flush with edge of shelf.
- Remember to straighten and tidy as you shelf. Shelf only three-fourths of each shelf.
- Place one book faced out at the end of each shelf.
  - o Face out display books should be attractive and on a display stand or bookend.
- Do not shelf any books on top of shelving unit or on very bottom shelf!
- Shelf alphabetically by author unless otherwise noted in details below.
  - o If there is no author, alphabetize by editor.
  - o If there is no author or editor, alphabetize by publisher
- Double check each book before you shelf it! If it does not belong in your section, shelf it properly. If you do not know where something belongs, just ask!



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